

# Kronos Timekeeping Policy

March 11

# 2016



A guide for  
employees,  
timekeepers,  
approvers, and  
department  
managers  
and/or  
supervisors.

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## TIMEKEEPING SYSTEM OVERVIEW

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The City of Gulfport is subject to numerous laws and regulations that govern the way we conduct our business. The laws that regulate employee's wages and hours are designed to ensure that employees are paid as specified, within these regulations.

This policy outlines information pertaining to recording and tracking hours of work, accruals, and making manual edits.

Our official timekeeping system is KRONOS, which is a Time and Attendance System that collects actual time entered by the employee using the time clock, computer, telephone, or mobile device. The data is later transferred to the payroll system where employees are paid according to the hours recorded in their KRONOS time sheet.

The KRONOS electronic timekeeping system and associated work records will become the official basis for recording hours worked for all employees of the City of Gulfport. Absence records (e.g. vacation, sick days) will also be recorded in KRONOS.

In order to ensure consistency of treatment for employees, the data recorded in the KRONOS system shall be considered as the "official" record of the workday. Any disputes over actual hours worked or attendance will be resolved by referring to the official KRONOS records.

It is recognized that in certain situations (e.g. clock malfunction) that it will be necessary to correct or enter missing data. These changes will be carefully documented via email from the department Manager/Supervisor to the timekeeper, who will make edits and notes on the timecard.

KRONOS automatically tracks and manages employee hours and applies current City of Gulfport pay rules prior to transmitting the data to payroll.

## TIMEKEEPING PROCEDURES

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This procedure defines the roles and responsibilities of individuals involved in the timekeeping process. It also provides guidance on the separation of duties assigned to the various individuals involved in the process.

### DEFINITIONS

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**Clock in, punch in, swipe in/out:** refers to the method whereby an employee slides his/her ID badge through the slot on the time clock or reader, or where the employee may use the timestamp method or telephone to enter data into the KRONOS system.

**Director/Manager/Supervisor:** The individual within the department who has fiscal and operational authority.

**Designee:** Any individual other than the timekeeper who has been given authority by the

**Timekeeper:** The individual assigned to maintain the Kronos records for the department.

**Approver:** Should be departmental director/manager, or designee.

**Employee:** Individuals who work within the department who charge time against the departmental account.

The chart below outlines the responsibilities of the Department Director/ Manager or designee, timekeeper and employee.

Responsibilities	Dept. Mgr/Sup. Or Designee	Timekeeper	Employee
Record start and end times including lunch using the time clock, computer or telephone			X
Review missed punches, employee accruals and other paid absences on a daily basis.		X	X
Enter corrections into Kronos for employees	X	X	
Enter corrections into Kronos for timekeeper	X		

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## RESPONSIBILITIES OF EMPLOYEES

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### ALL EMPLOYEES

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Exempt (salaried) and Non-Exempt (hourly) employees must record time and attendance via the KRONOS system. The timecard must be approved by the Employee and Approver each pay period. The KRONOS system tracks exception time (vacation, sick, etc.) for both Exempt and Non Exempt employees. Exempts must have 80 hours, between hours worked and accruals. Non-Exempt employees will need 40 hours for each work week, so that the KRONOS system will not dock pay. If you are missing hours and have accruals to use, please make sure to email your department Manager/Supervisor, so that an edit can be made to your timecard. All exception time should be entered through KRONOS, using the Time off Request, if possible and before the time off has occurred. Time off Request can be found under the My Information tab by selecting My Actions in the KRONOS Software or from the one of the blue “soft keys” on the time clock.

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## DAILY CLOCK IN/OUT

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It is the responsibility of each employee to clock in and out at the beginning and end of each scheduled workday and lunch period in order to be compensated for the time worked and to report his/her time worked, meal periods, and/or leaves accurately and completely for each pay period. Under certain conditions, such as a training course at a different location, the employee shall clock in/out at the different location, or be clocked in/out manually by the timekeeper. Additionally, if an employee is engaged in work after normal work hours and away from workplace, these hours should be properly documented and reported to timekeeper on the next scheduled workday. All employees leaving for personal reasons during the day must clock out when leaving and back in upon returning.

Upon the recommendation of a department head, certain employees may be provided the option, but shall not be required to, report their time and attendance using the KRONOS Mobile application. The application can be downloaded to an employee's City-issued or personal mobile device. Among other features, this application enables employees to record time entries, request leave, review time records, and review benefit accruals. The KRONOS Mobile application may be downloaded by using the iTunes App Store, Google Play, and certain other applications. There is no fee for the application; however, employees assume full responsibility for any data charges associated with downloading the application and all terms and conditions of entering into licensing agreements upon downloading and installing the KRONOS Mobile application software on a personal mobile device.

The KRONOS Mobile application has a Global Positioning System (GPS) interface that identifies the location coordinates of an employee's physical location when the employee clocks in and out. The GPS does not track an employee's whereabouts before or after a time entry is made, even if the application remains open. Accordingly, the City will be able to determine an employee's location only as of the time a time entry is made. The GPS interface does not record location data at any other time.

Employees identified to use the KRONOS Workforce Mobile application will be required to sign a KRONOS Workforce Mobile User Agreement and Authorization. The agreement is attached to the back of this policy.

Any falsification or misrepresentation of time and attendance information may result in disciplinary action, up to and including termination. Electronic Timecard Approver/Manager/Supervisors are responsible for ensuring that the work and leave time reported accurately reflects each employee's activity for each pay period and validates this by approving the employee's timecard. Intentional errors in reporting hours worked, can result in serious consequences to the individuals involved.

## MISSED PUNCHES AND ADJUSTMENTS

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Employees who miss a punch should notify their Department Manager/Supervisor via email, which will notify the Timekeeper via email, of any edits that need to be made to the timecard.

Under NO circumstances can Timekeepers/Managers/Directors adjust their own timecard. Corrections should be made by the department Director, Manager/Supervisor, or a back-up timekeeper.

Employees who have a maximum of six (6) missed punches within two (2) consecutive pay periods (4 weeks) will be counseled. . The department manager/supervisor is responsible for monitoring adjustments for each employee. NOTE: This is not applicable if you are away from your primary location or at a location without access to a Kronos time clock.

## GUIDELINES FOR EDITS

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Employee should e-mail all edits to the Kronos Manager/Supervisor/Department Manager in order to have a record.

All edits should be made within 24 hours.

All edits have edit times logged in the audit trail.

The employee should effectively communicate by e-mail the following:

- Why there is a need for the manual punch.
- Where the employee was for missed punches (must be specific).
- When / (what time) the punch should have been for.
- Name of person who witnessed (ex. individual who attended class with you).

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### ACCEPTABLE EXAMPLE:

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Attending Supervisory training class at ABC community center, reported to the Leisure Services Department for a meeting with XYZ Department Head about ABC Festival. Training session attended with Mary Gray.

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### UNACCEPTABLE EXAMPLE:

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Attended a meeting.

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## HOW TO DETERMINE WORKING LUNCHES:

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### MANDATORY

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If it is required then you must be paid.

Do not punch in or out for lunch.

You should send a detailed message to the timekeeper to be noted in your timecard.

Example: Attended Lunch Meeting with ABC at the XXX Diner from 11am-12pm, discussed XYZ.

### VOLUNTARY

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If it is voluntary then you will not be paid.

You must punch in and out.

If you are away from a clock, you must email your Manager/Supervisor for approval of missed lunch punches.

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## RESPONSIBILITIES OF EMPLOYEES, TIMEKEEPERS & APPROVERS

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### ELECTRONIC TIMECARD APPROVAL

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At the end of each pay period, you are required to approve your time worked and leave hours recorded for the pay period by entering your approval in the Kronos electronic record. By approving your electronic timecard, you are attesting to the best of your knowledge that your information submitted is complete and accurate. You are responsible for inaccuracy or omission of which you are aware at the time the electronic timecard was approved and submitted. You may be subject to disciplinary action, up to and including termination, for submitting any inaccurate information on your report.

### DEADLINES

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The time frame that exists for all time and attendance records to be properly processed for the pay period is NOON the day following the end of the pay period, which currently is Monday. Failure of timekeepers and approvers to adhere to guidelines as stated will be considered cause for disciplinary action, up to and including termination. All Timecards must be reviewed and approved by the Employee, Timekeeper, and Approver.

## WORK SCHEDULES

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It is the responsibility of the respective department to enter the work schedules for new hires into KRONOS. Non-Exempt and Exempt employees' schedules are determined based on the requirements of the department. All full-time and part-time employees are required to take a lunch period away from their work area, unless pre-approved by your department manager/supervisor.

## AUTOMATIC MEAL DEDUCTIONS

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Automatic meal deductions can only be set up for employees who do not have access to a computer, mobile device or time clock during meal breaks. Automatic meal deductions will only be used for employees who work away from their home base during meal breaks. Example: Leisure Service employees that mow grass in parks and take their meal break while in the field.

## EXEMPT & NON-EXEMPT EMPLOYEES AND OVERTIME PAY

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"Exempt" refers to employees who are exempt from Federal and State laws regarding payment of overtime, and paid a pre-determined salary, not an hourly rate. Exempt employees who work less than 80 hours in a pay period are required to substitute accrued leave to make up the difference, if available. Exempt employees will be docked, in full day increments, if there are accruals to utilize.

"Non-Exempt" refers to employees who are eligible to receive overtime, for hours worked in excess of 40 hours per week. All overtime must first be pre-approved by Department Director before working overtime. Non-Exempt Sworn Police personnel will earn overtime only after 86 hours are "physically" worked in a pay period. Non-Exempt Fire Shift personnel will earn overtime only after 204 hours are "physically" worked in a 27 day pay period.

An employee may not accumulate overtime by arriving early or leaving late unless specifically pre-authorized by his supervisor. If a non-exempt employee has accumulated unapproved hours beyond his/her work schedule in the course of a week, he/she may be required to leave work early. Disciplinary action, up to and including termination will occur for reoccurrence of non-compliance with this policy.

Non-exempt employees will automatically be docked if there are less than 40 hours in a week, between actual hours worked and accruals. Please make sure to look at each week separately, by selecting range of dates in the time period box, please see your timekeeper if you need help with the KRONOS system. Employees are not paid for hours of vacation or sick leave in excess of the available balance.



## TIME OFF REQUEST & EMPLOYEE ACCRUALS

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The employee must enter the requested paid time-off into KRONOS, before the time is actually taken. If the employee was unable to request the time off in advance, the employee must email the Department Manager/Supervisor and the Department Manager/Supervisor will email the Timekeeper of what edit needs to be made to the employees' timecard.

The KRONOS system will accrue (vacation, sick, comp, etc) for all employees who are eligible. Please refer to handbook for eligibility. Your hours will be accurate and accessible in the KRONOS system, or from the KRONOS time clock. Please make sure you have the correct date highlighted in the system for the most accurate accruals. Employees are not paid for accruals taken in excess of the available balance. Accruals do not count towards hours worked for computing overtime. You are only allowed to use enough accruals or any time given by The City of Gulfport, to make a full pay check.

### VACATION

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The KRONOS system calculates accrued vacation leave based upon the employee's length of service. An employee may schedule vacation days in advance with supervisor approval, using the Time Off Request feature. The pre-scheduled hours will appear automatically on the employee's timecard and schedule. If an employee comes to work on a day when vacation time had been scheduled, he or she will need to notify their supervisor via email to edit their timecard. The minimum amount of vacation an employee can take is 15 minutes or .25 of an hour.

### SICK LEAVE

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When an employee is out ill his/her manager/supervisor or the timekeeper will subsequently input the sick leave hours in KRONOS. When an employee has a doctor's appointment, he/she should clock out when he/she leaves, and clock back in if he/she returns and proceeds with the day as normal. The timekeeper will record the sick leave hours in KRONOS. The minimum amount of sick leave an employee can take is 15 minutes or .25 of an hour.

### COMPENSATORY TIME

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#### NON EXEMPT EMPLOYEES:

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Non Exempt employees can earned comp time in lieu of being paid overtime. Overtime can be moved to comp time as long as your balance does not exceed 100 hours. An employee may schedule comp time off in advance, with the Manager/Supervisor approval, using the Time off Request feature. The pre-scheduled hours will appear automatically on the employee's timecard and schedule. If an employee comes to work on a day when Comp time had been scheduled, he or she will need to notify their supervisor via email to edit their timecard. The minimum amount of Comp time an employee can take is 15 minutes or .25 of an hour. Comp time must be used before Vacation time.

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## EXEMPT EMPLOYEES:

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Exempt employees can earned comp time when they work more than 80 hours in a pay period. Overtime can be moved to straight comp time as long as your balance does not exceed 40 hours. An Exempt employee may schedule comp time off in advance, with the Manager/Supervisor approval, using the Time off Request feature. The pre-scheduled hours will appear automatically on the employee's timecard and schedule. If an employee comes to work on a day when Comp time had been scheduled, he or she will need to notify their supervisor via email to edit their timecard. The minimum amount of Comp time an employee can take is 15 minutes or .25 of an hour. Comp time must be used before Vacation time.

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## JURY DUTY

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Employees who present jury notices or subpoenas (subpoenas related to you as a City of Gulfport "employee") to their supervisors will be granted leave with regular pay when service is rendered. You will need to do a Time off request through the KRONOS system, or your supervisor can make the edit for you in the KRONOS system.

Note: All other leave request should be handled in the same manner as the ones listed above.

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## HOLIDAYS

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Holiday pay will automatically be applied to eligible employees in the KRONOS system. Refer to the current employee handbook for eligibility requirements.

When requesting time off during a Holiday-you must enter two separate time-off request, skipping the date of the holiday. Example: Christmas falls on Wednesday and you want to take the full week of vacation during Christmas. You would enter two (2) different time-off request, one for Monday and Tuesday and the other for Thursday and Friday. Note: Skip the holiday. Please ask your timekeeper if you need assistance.

When a City Observed Holiday falls on the Monday before the pay day, please approve your timecard after your last shift for that pay period. The deadline for timecards to be submitted to Payroll on the Tuesday following the Monday Holiday is 9:00 a.m.

## PAYROLL ADJUSTMENTS

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If an employee is not fully compensated for the payroll because of a data input error or a missed punch, please contact your timekeeper who will in turn contact the Payroll Office.

## TIME CLOCK OR SYSTEM PROBLEMS

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Time clocks will continue to collect data in the event of time clock or system malfunction; i.e., power outages. Employees should continue to make all necessary punches then immediately inform the Department Timekeeper. In this situation the Timekeeper will make a note of the times that may need adjusting, but will not make adjustments until it is confirmed that the system did not collect the data.

The Timekeeper will immediately notify the Payroll Office of any clock or system problems.

Order of Contact relating to Clock or System Problems:

Employee will contact Kronos Manager/Supervisor or Approver, then

Kronos Manager/Supervisor or Approver will contact Payroll, and

Payroll will contact Information Systems, if needed.

Kronos issues should NOT be directed to the Information Systems department. Please contact your Kronos Manager/Supervisor who will contact Payroll. If Payroll Specialist cannot resolve, she/he will communicate with the Information Systems department for resolution.

## LOST OR DAMAGED I.D. BADGES

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Contact the Human Resources Office (228) 868-5831.

## DISCIPLINARY ACTION

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You may be subject to disciplinary action up to and including termination for the following:

- Any attempt to tamper with the timekeeping hardware or software will be considered a serious offense, subject to disciplinary action up to and including termination.
- Punching in/out for another employee (a.k.a. “buddy punching”) will also be considered a serious offense, with both employees subject to disciplinary action up to and including termination.
- Possession of another employee’s badge at any time.
- Interfering with another employee’s use of time clocks.
- Falsifying another employee’s clocking transactions and failure to use the KRONOS system properly.
- Failure to promptly verify and reconcile time and leave records in accordance with departmental policies and procedures.
- Falsification of hours actually worked.
- Excessive missed punches without a valid (specific) reason.
- Please contact the Human Resources Manager if any problem results from non-compliance of the system policies.

## KRONOS WORKFORCE MOBILE USER AGREEMENT AND AUTHORIZATION

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I have elected to install and utilize the KRONOS Workforce Mobile Application ("Mobile App") on my personal mobile device for purposes of reporting my work-related time and attendance and reviewing time and attendance related information. I understand that the installation and use of the Kronos Mobile application (app) is optional and **not required** by the City of Gulfport as a condition of my employment. Instead it is made available for my convenience in the reporting of time and attendance required by the City. While the Mobile app is made available to me by KRONOS free of charge, I understand that I am solely responsible for any data charges associated with the downloading or use of the Mobile app. I further understand that by downloading and installing the Mobile app, I am bound by any terms and conditions of the End-User License Agreement governing the use of the Mobile app. (The End-User License Agreement may be accessed via the Mobile app under the "Settings\Kronos Legal" menu.)

In addition, I understand that the Mobile app has a global-positioning system (GPS) interface that records my location whenever I clock-in or -out using the Mobile App but that the interface does not record locational data at any other time. I recognize that all data entered into or generated by the Mobile app is an official record of the City and that I have no proprietary interest in or expectation of privacy with respect to such data. I understand that the City will have access to all data entered into or generated by the Mobile app, including locational data, and agree that the City may use such data for any lawful purpose.

I agree to safeguard and keep confidential both the User ID and Password issued to or created by me for purposes of accessing the Mobile App and KRONOS Workforce Central. I understand that the sharing of my User ID and/or Password is not allowed and constitutes unauthorized use of City resources. I further agree to inform my supervisor or department head immediately if my mobile device is lost or stolen or if I have any reason to believe that the security of my mobile device or the Mobile App has been compromised.

Finally, I acknowledge that on \_\_\_\_\_ (date), I received and read a copy of the City of Gulfport KRONOS timekeeping policy, dated \_\_\_\_\_, relating to employee timekeeping, and I understand that it is my responsibility to be familiar with and abide by its terms. I understand that my failure to abide by the provisions set forth in the KRONOS manual may result in the revocation of my right to use the Mobile app and/or disciplinary action up to and including employment termination.

\_\_\_\_\_  
Employee's Name (Printed)

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date